Sharepoint Document Tracker for RNs and LVNs

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| **a. Save documents** that need to be uploaded into the tracker in your computer |
| **b. Naming the file:** See below and in the sharepoint tracker for a list of documents to gather and website links. |

Instructions:

1. RN License: To search for license, go to https://search.dca.ca.gov/, find license and click on MORE DETAIL, right click and select PRINT, save as PDF on Desktop with File name [Last Name, First Initial, RN License, Exp (mm.dd.yyyy)]. Then, click Attach File above, click Choose File to upload RN License from desktop, highlight the file and click Open, then click OK.

2. Credential: To search for credential, go to https://www.ctc.ca.gov/ find credential authorizing school nurse services, right click and select print, select landscape for Layout, save as PDF on desktop with File name [Last Name, First Initial, SN Credential, Exp (mm.dd.yyyy)], repeat instructions above to Attach File for credential.

3. BLS Certification: Save as PDF on desktop with File name [Last Name, First Initial, BLS, Exp (mm.dd.yyyy)], repeat instructions above to Attach File for BLS Certification card.

4. First Aid Certification: Save as PDF on Desktop with File name [Last Name, First Initial, 1st Aid Cert, Exp (mm.dd.yyyy)]. Then, Click Attach File and repeat instructions above to Attach File for First Aid Certification card and SAVE

5. Driver's License: File name [Last Name, First Initial - CA DL, Exp (mm.dd.yyyy)]

6. Emergency Card: File Name (Last Name, First Initial – EMR Card)

7. Automobile Insurance Verification: File name [Last Name, First Initial - Auto Ins, Exp (mm.dd.yyyy)]

8. Administration Certification: File name (Last Name, First Initial - Admin Cert)

9. CAAT: File name (Last Name, First Initial -CAAT)

10. Suicide Prevention Awareness Training: File name (Last Name, First Initi l - SPA)

11. Child Abuse Reporting Acknowledgement: File Name (Last Name, First Initial – CA Ack)

12. Elder/Adult Abuse & Neglect Acknowledgement: File Name (Last Name, First Initial – Elder Ack)

13. Acknowledgement for District Policies on Critical Issues: File Name (Last Name, First Initial – CI Ack)

14. Worker's Comp Pre-Designation of Physician Form: File Name (Last Name, First Initial – WC Pre-Desig)

15. RN Work Expectations Acknowledgement: File Name (Last Name, First Initial - RN Work Expec)

16. N95 Training: File Name (Last Name, First Initial - N95 Cert.)

17. Principal-Nurse Conference: File Name (Last Name, First Initial - PNC, School Name)

18. School Audiometrist Certification: File Name (Last Name, First Initial - School Audio Cert)

19. Bloodborne Pathogen Training: File Name (Last Name, First Initial - BBP)

c. Create a folder for Sharepoint Tracker by School Year
The required documents must be saved in a separate folder in your computer. Label each file with the required format before starting to upload/attach.
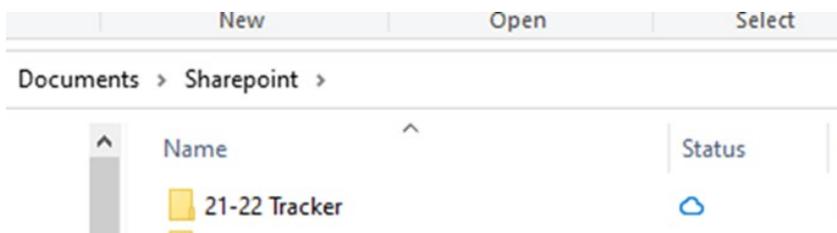
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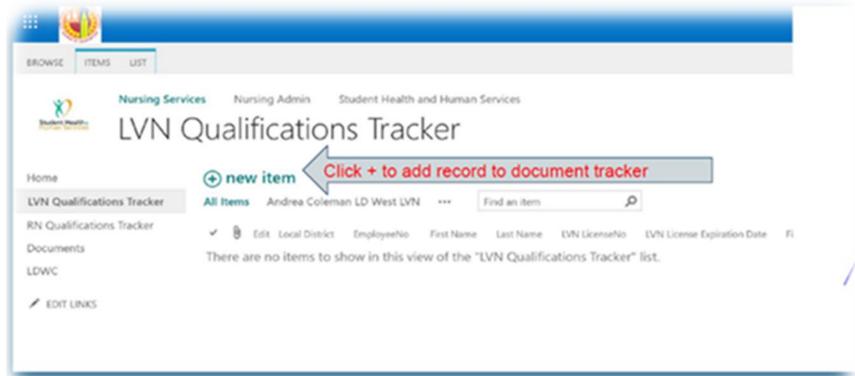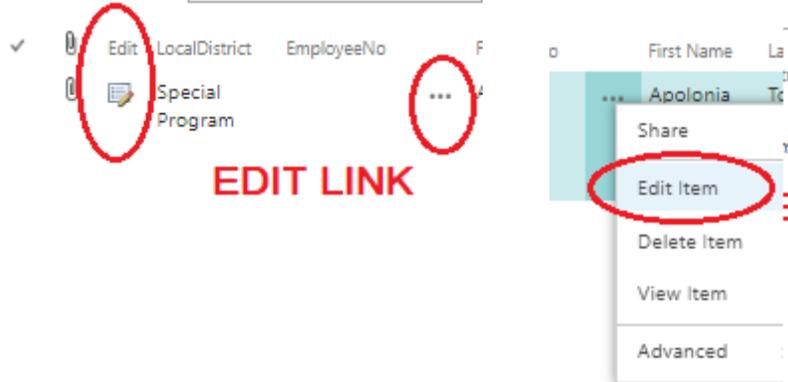|	
d. Sharepoint Link: https://lausd.sharepoint.com/sites/shhs/nursing/AL Sign in using LAUSD Single Sign On (SSO): full email address with @lausd.net There are two tiles for Local District, one for RN and one for LVN. Click the appropriate tile	
e. **Initial logging** into the tracker, click **New Item** to add/enter information for the first time	
f. Subsequent logging into the tracker: To upload more documents, use the **Edit** feature. Go to **Edit** column, click the **paper and pencil icon**	
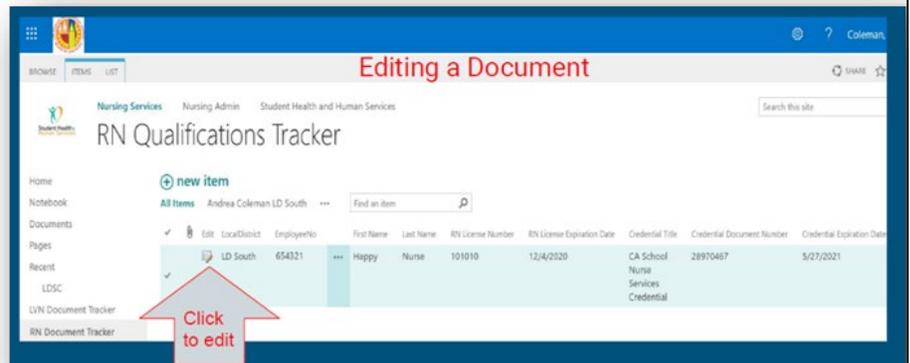
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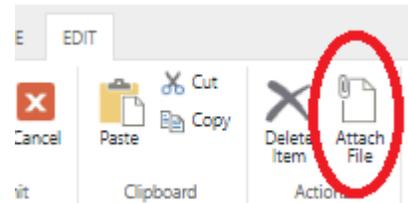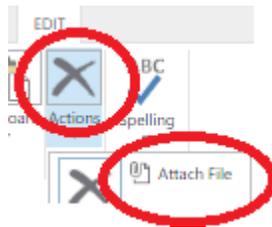|	
g. Subsequent logging into the tracker (cont'd) ✓ From **Edit** column, click the paper and pencil icon OR ✓ Click the 3 dots ... then click **Edit Item**	**EDIT LINK** Share Edit Item Delete Item View Item Advanced
h. Complete all the fields	LocalDistrict — LD South EmployeeNo * First Name * Last Name * RN License Number * RN License Expiration Date * Attach Copy of License Credential Title — Please Select Options Credential Document Number Credential Expiration Date Attach Copy of Credential
i. Uploading documents, click the **Attach File** icon	Depending on the zoom%, see below EDIT ... Actions ... Spelling ... Attach File EDIT ... Cancel ... Paste ... Copy ... Cut ... Delete Item ... Attach File ... Clipboard ... Action
j. Uploading documents (cont'd), click **Choose File**	Use this page to add attachments to an item. Name Choose File No file chosen

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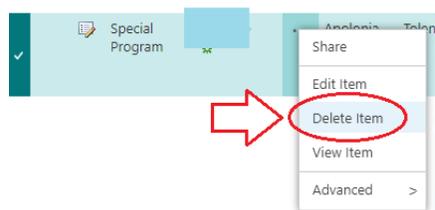|	
j. **Uploading documents (cont'd)**, select the file to be uploaded from the Sharepoint folder you created in your computer	Name 📄 Tolentino, A 2021-22 CSN Work Expec.pdf ➡️ 📄 Tolentino, A 2021-2022 BBP.pdf 📄 Tolentino, A 2021-2022 CAAT.pdf 📄 Tolentino, A 2021-2022 Child Abuse Ack.... 📄 Tolentino, A 2021-2022 Critical Issues Poli...
Click **Open**	File name: Tolentino, A 2021-2022 BBP.pdf All Files (*.*) **Open**
Click **OK**	Choose File Tolentino, A...022 BBP.pdf ➡️ **OK** Cancel
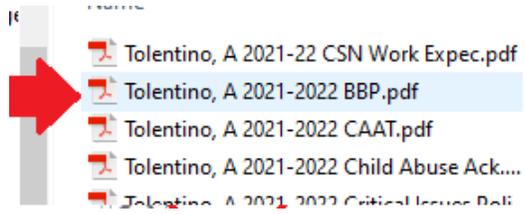
DUPLICATE RECORD/S

To remove duplicate record/s	✓ 📎 Edit LocalDistrict EmployeeNo First Name Last Name 📎 📝 Special Program ... Apolonia Tolentino ✓ 📝 Special Program ⌘ ... Apolonia Tolentino
Click the 3 dots	✓ 📝 Special Program ⌘ **...**
Click **Delete Item** (this will delete the entire record)	📝 Special Program ⌘ ... Apolonia Tolen Share Edit Item ➡️ **Delete Item** View Item Advanced >
Deleting an incorrect Attachment: Use the **Delete** link to the right of the attachment	Attachments Tolentino, A - Admin Cert.pdf 🗑️ Delete